Mail: 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-9199

Location: 14 Avenida Torreon, by El Dorado Community School

[www.vglibrary.org](http://www.vglibrary.org)

**Job Description:**

**Library Aide**

Date: 20-Jul-2021

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| **About the Job** |

The Library Aide will be responsible for duties as assigned by the Library Director to maintain library operations.

The position is part time, up to 20 hours a pay period, intended to provide coverage for the after-school period (3-5 p.m.) and alternate Saturdays. (**Note.** Weekly total hours are dependent on the budget as approved by the Board.)

The Library Aide reports to the Library Director or the Library Assistant.

Compensation will be Santa Fe minimum wage. Other increases may be possible, depending on library budget and performance.

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| **Key Job Elements:** |

Assigned duties will be selected from the areas below to fit the skills of the Library Aide, needs of the library, and available hours.

**CIRCULATION RELATED DUTIES:**

* Open and close the library as needed.
* Assist volunteers in using the Apollo library management system.
* Assist patrons in locating materials.
* Shelve materials and maintain shelves when needed.

**CLERICAL DUTIES:**

* Assist in maintaining the appearance of the library.
* Mend damaged books and material as needed.
* Clean damaged DVDs.

**OPERATIONAL DUTIES:**

* Assist with library programs if needed.
* Maintain order in library and enforce rules.
* Report issues to Director in prompt and appropriate manner.
* Follow established procedures.

**MULTI-MEDIA AND OTHER RELATED DUTIES**

* Assist patrons with using the online catalog and databases.
* Assist patrons in the operation of the patron computers, printers and other equipment as needed.
* Help maintain computers, printers, and other equipment.
* Make notes for Director/Assistant regarding equipment that needs repair. Should have emergency contact information for repairs in exigent circumstances.
* Make note of supplies needing reordering for Library Director.
* Perform other related duties as required.
* Assist with processing new and donated materials, including being able to repair cataloging errors and cover books if necessary, though this will not be part of day-to-day duties.

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| **Employee Qualifications:** |

Education: High school diploma/equivalent or higher.

Certifications and licensing: The incumbent must possess and maintain a valid New Mexico driver’s license throughout the course of employment. Reliable transportation is vital to this position. The incumbent must pass the New Mexico State background check.

Required knowledge, skills and abilities: The Library Aide must have ability to be organized and flexible and perform tasks with a high degree of accuracy; the ability to multi-task; and the ability to work independently. The ability to communicate and work with adults and children effectively is required. Experience in a library setting as an employee or volunteer is highly desirable. Experience working with volunteers is also desirable. Proficiency with both Mac and PC operating systems is a plus. The ability to gain proficiency in these areas is required.

* The Library Aide will demonstrate competency in the following areas within 3 months:
* Knowledge of circulation procedures and standards.
* Proficiency in using the Apollo library management system.
* Ability to use Library computers and software, including Microsoft Office applications and patron workstations.
* Ability to assist patrons with basic reference questions using the library catalog and internet resources.
* Knowledge of library techniques, systems, working tools and procedures.
* Knowledge of books, DVDs, and related materials available to the public.
* Ability to operate audio-visual equipment and various office machines, including the patron printer/copier.
* Ability to adapt to changes in work schedule and environment.

Note: This job description is intended to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organization.

Vista Grande Public Library is an Equal Opportunity Employer.